



# Montana Department of **LABOR & INDUSTRY** Business Standards Division

## **Online Instructions and Help**

For renewal and account registration

Board Contact:

Email: [dlibsdhhelp@mt.gov](mailto:dlibsdhhelp@mt.gov)

### **Renewal information:**

- If you have an account but are having trouble logging in, please do not create another account. Instead, email or call the board for assistance. We will ensure you can log in and renew your license.
- Contact the board prior to starting your renewal to change status or update an endorsement.
- If you do not have an online user account, you must first register for an account (see Account Registration below) to use the online renewal service.
- If you are uncertain if you have an account, please email the board for confirmation.
- If you were recently licensed and did not provide an email address on your application, an online user account has not been created for you. You will need to register for an account. Use your back button or navigate to [ebiz.mt.gov/pol](http://ebiz.mt.gov/pol) and select the Register for an Account link (see example below). Once you have completed the registration, please email the board office at [dlibsdhhelp@mt.gov](mailto:dlibsdhhelp@mt.gov) so we can enable your online user account. Once your account has been enabled, you can follow the renewal instructions below to complete your renewal.

### **Renewal Instructions:**

**Step #1:** Access our website: [ebiz.mt.gov/pol](http://ebiz.mt.gov/pol)

**Step #2:** Login using your user name and password

Home Professional & Occupational Licensing Health Care Licensing

**Renewal** - please login to renew your license

**Licensee Lookup** - registration is not required, see link below

**Application for licensure** - registration is required

**E-Pass** - your E-Pass information (license and pin number) will not work when trying to log into this service

**Login Here**

User Name:

Password:

☐ Remember me on this computer

[I've forgotten my password](#)

New Users: [Register for an Account](#)

**Licensee Lookup**  
[SEARCH FOR A LICENSEE](#)

**Professional & Occupational Licensing**  
[RENEW / PRINT LICENSE](#)

**Health Care Licensing**  
[RENEW / PRINT LICENSE](#)

**Login here with User Name and Password**

**Step #3:** Click on "PRINT / RENEW LICENSE"

Home Professional & Occupational Licensing Health Care Licensing

Welcome [REDACTED]

You are now logged in.

**What would you like to do today?**

To get started, select one of the services listed below:

**Licensee Lookup**  
[SEARCH FOR A LICENSEE](#)

**Professional & Occupational Licensing**  
[APPLY FOR A LICENSE](#)  
[RENEW / PRINT LICENSE](#)

**Health Care Licensing**  
[NEW FEATURES COMING SOON](#)  
[RENEW / PRINT LICENSE](#)

**Click here for non-health care licenses (electrician, engineer, accountant, etc)**

**Click here for health care licenses (physician, nurse, veterinarian, etc)**

**Step #4:** Click "Renew License"

Home

Professional & Occupational Licensing

Health Care Licensing

APPLY FOR A LICENSE | RENEW / PRINT LICENSE

Records

Showing 1-2 of 2 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Application/License #	Application/License	Expiration Date	Status	Action
<input type="checkbox"/>	11/08/2012	<a href="#">ARC-ARC-LIC-5528</a>	Architect License	06/30/2013	Active	<a href="#">Renew License</a>
<input type="checkbox"/>	11/08/2012	<a href="#">ARC-ARC-APP-5527</a>	Architect Application		License Issued	

Search for Records

Enter information below to search

• Site Address

• Contractor License Information

• Parcel Number

• Record Information

• Contact Information

Use the drop-down list to change the search type.

This is an example your license

Click here to start your renewal

## Account Registration:

**Step #1:** Access our website: [ebiz.mt.gov/pol](http://ebiz.mt.gov/pol)

The screenshot shows the ebiz.mt.gov/pol website interface. At the top right, there are links for "Register for an Account", "Reports (1)", and "Login". Below these is a search bar. A yellow callout box with the text "To register for an account, click either blue link" has two blue arrows pointing to the "Register for an Account" link at the top right and the "Register for an Account" link in the "New Users" section at the bottom right. The main content area includes a "NOTE" about website updates, a navigation bar with "Home", "P", and "Care Licensing", and several service links: "Renewal", "Licensee Lookup", "Application for licensure", and "E-Pass". At the bottom, there are three blue boxes: "Licensee Lookup" with a "SEARCH FOR A LICENSEE" link, "Professional & Occupational Licensing" with a "RENEW / PRINT LICENSE" link, and "Health Care Licensing" with a "RENEW / PRINT LICENSE" link. On the right side, there is a "Login Here" section with fields for "User Name" and "Password", a "Login" button, a "Remember me on this computer" checkbox, a "Forgot my password" link, and a "New Users: Register for an Account" link.

**NOTE:** This website is periodically updated and this page may look slightly different than renewal information you were provided.

[Register for an Account](#) | [Reports \(1\)](#) | [Login](#)

Search

Home | P | Care Licensing

**To register for an account, click either blue link**

**Renewal** - please login to renew your license

**Licensee Lookup** - registration is not required, see link below

**Application for licensure** - registration is required

**E-Pass** - your E-Pass information (license and pin number) will not work when trying to log into this service

**Licensee Lookup**  
[SEARCH FOR A LICENSEE](#)

**Professional & Occupational Licensing**  
[RENEW / PRINT LICENSE](#)

**Health Care Licensing**  
[RENEW / PRINT LICENSE](#)

**Login Here**  
User Name:  
Password:  
[Login](#)

☐ Remember me on this computer  
[Forgot my password](#)  
New Users: [Register for an Account](#)

**Step #2:** Click on either of the Register for an Account links in blue.

**Step #3:** Complete the account registration process.

**Step #4:** Email the board so we can enable your online user account: [dlibsdhhelp@mt.gov](mailto:dlibsdhhelp@mt.gov)

**Step #5:** We will respond to your email and confirm your account is enabled.

**Step #6:** When your account has been enabled, login to your account to renew your license.